
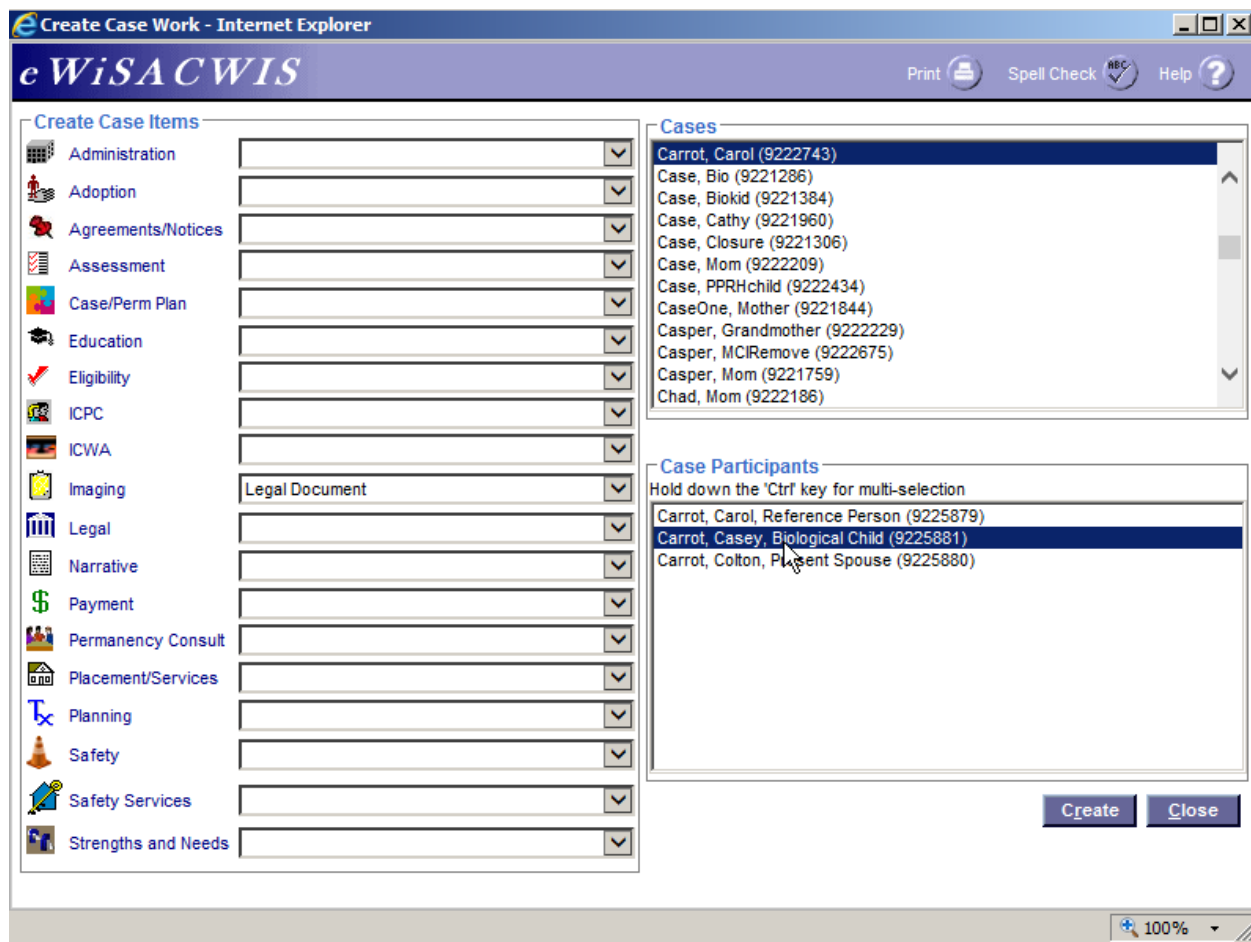


Imaging by Person

Note: In order to add images, an assignment to the case/provider is not needed. However, additional security is needed for the Imaging Search page.

If you have an assignment to the case:

1. From the desktop, go up to Create > Case Work or click the Case Work hot button . This will open the Create Case Work page.
2. On the Create Case Work page, select the appropriate category from the Imaging drop-down for the type of imaging document you would like to upload. ‘
3. Select the Case and the Case Participant that the image is for. If the image is for multiple participants, select your participants by holding the control (ctrl) button while clicking on the participant’s name.
4. Click on the Create button. This will open the Imaging page.



The screenshot shows the 'Create Case Work' web application in an Internet Explorer browser window. The title bar reads 'Create Case Work - Internet Explorer'. The application has a purple header with the text 'eWiSACWIS' and navigation links for 'Print', 'Spell Check', and 'Help'. The main content area is divided into two columns. The left column, titled 'Create Case Items', contains a list of categories with corresponding icons and dropdown menus: Administration, Adoption, Agreements/Notices, Assessment, Case/Perm Plan, Education, Eligibility, ICPC, ICWA, Imaging (selected), Legal, Narrative, Payment, Permanency Consult, Placement/Services, Planning, Safety, Safety Services, and Strengths and Needs. The 'Imaging' dropdown is currently set to 'Legal Document'. The right column contains two sections: 'Cases' and 'Case Participants'. The 'Cases' section lists various cases with IDs, such as 'Carrot, Carol (9222743)' and 'Case, Bio (9221286)'. The 'Case Participants' section includes a note 'Hold down the 'Ctrl' key for multi-selection' and lists participants like 'Carrot, Carol, Reference Person (9225879)' and 'Carrot, Casey, Biological Child (9225881)'. At the bottom right of the right column are 'Create' and 'Close' buttons. The browser status bar at the bottom indicates '100%' zoom.

5. On the Imaging page, enter the Date of Document and an Effective To date, if applicable.

Imaging - Windows Internet Explorer

eWiSACWIS Print Spell Check Help

Case Details
Case: Carrot, Carol (9222743) Worker: Frank Fox

Image Details
Date of Document: 10/12/2011 Effective To: 00/00/0000
Category: Legal Document
Type: Temporary Physical Custody Order
File Name: Browse...
Comments:
Last Updated By: Delete

Participants:
Carrot, Carol (Reference Person)
Carrot, Casey (Bio Child)
Carrot, Colton (Present Spouse)

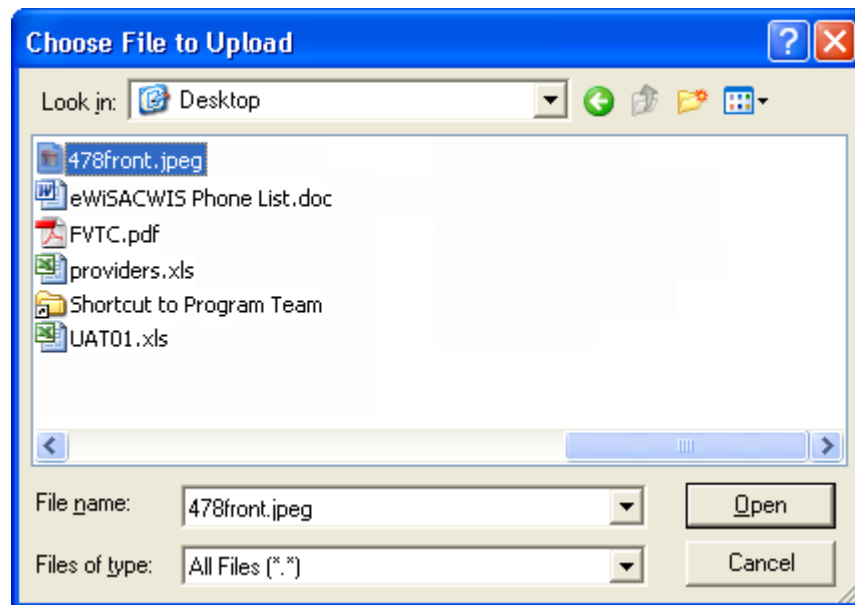
Eligibility Verification

Create Save Close

Done Local intranet | Protected Mode: Off 100%

6. Select the type of document from the Type drop-down. Each category has a different list of types. If your document is not listed, select the 'Other' option. For example, 'Other-Court Order' or 'Other-Participant Document.'
7. If you have not already done so, select the participant you would like the document attached to. Again, you can multi-select participants by holding the control (ctrl) button while clicking on the name, if applicable.
8. To attach a previously scanned document, select the Browse button. This will open the Choose File to Upload pop-up.

9. Select the scanned file from the appropriate location/folder. Once the file is selected, click the Open button.



Note: Files must contain the following extensions in order to be attached: bmp, jpg, jpeg, rtf, doc, docx, xls, xlsx, tiff, tif, and pdf and cannot exceed 10 MB.

10. Prior to saving the page, you can view the document by selecting the View hyperlink next to the File Name.

Imaging - Windows Internet Explorer

eWiSACWIS Print Spell Check Help

Case Details
Case: Carrot, Carol (9222743) Worker: Frank Fox

Image Details
Date of Document: 10/12/2011 Effective To: 00/00/0000
Category: Legal Document
Type: Temporary Physical Custody Order
File Name: TPC_Carrot.pdf [View](#)
Comments:
Last Updated By: [Delete](#)

Participants:
Carrot, Carol (Reference Person)
Carrot, Casey (Bio Child)
Carrot, Colton (Present Spouse)

[Eligibility Verification](#)

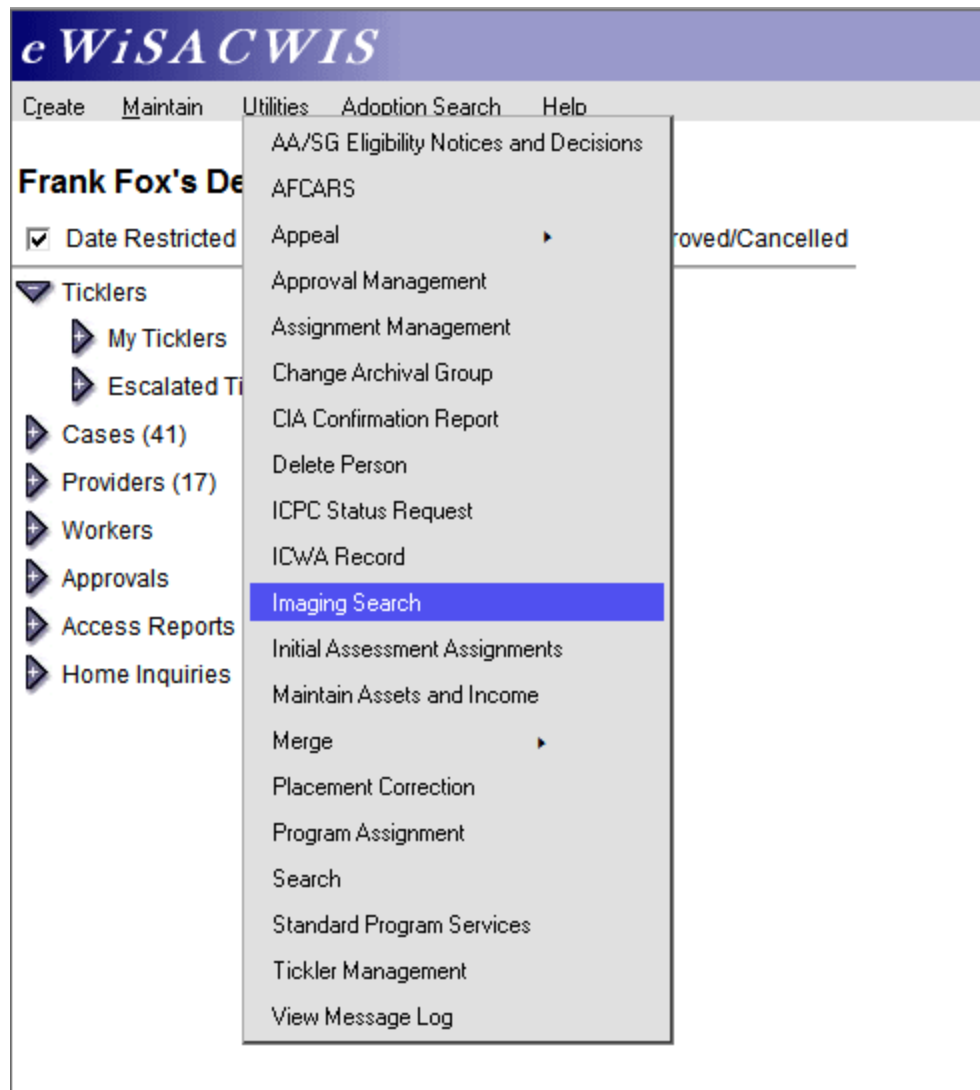
[Create](#) [Save](#) [Close](#)

Done Local intranet | Protected Mode: Off 100%

11. Enter any comments in the Comments field.
12. When all required fields have been completed, click Save.
13. At this point, you can delete the document if you added it to the wrong case by clicking the Delete button. If you added the document to the wrong person in this case, update the Participants box with the correct person.
14. You can also create new images for this case by selecting the Create button and following steps 5-11.

If you do not have an assignment to the case:

1. From the desktop, click Utilities > Imaging Search. This will open the Imaging Search page.



2. On the Imaging Search page, select Person in the Search by drop-down. This will open the Case Search page.

Note: Please see the Imaging Case and Imaging Provider User Guides to search by Case or Provider.

The screenshot shows a web browser window titled "Imaging Search - Windows Internet Explorer". The page header features the "eWiSACWIS" logo and navigation links for "Print", "Spell Check", and "Help". The main content area is titled "Search Criteria" and includes a "Search by:" dropdown menu with "Person" selected. Below this, a "Category:" dropdown menu shows "Case", "Person", and "Provider" options. To the right, there are "Start Date:" and "End Date:" fields, both set to "09/28/2010". A "Type:" label is positioned above a large text input field. A "Search" button is located at the bottom right of the search criteria section. Below the search criteria, there is a "Results" section with a large empty box. At the bottom of the page, there are "Create" and "Close" buttons. The browser's status bar at the very bottom shows "Done", "Local intranet | Protected Mode: Off", and a zoom level of "100%".

3. On the Person Search page, enter the Last Name and First Name or Person ID to conduct your search and click Search. In the Persons Returned group box, select the radio button next to the correct person and click the Continue button.

Person Search -- Webpage Dialog

eWiSACWIS Print Spell Check ABC Help

Search Criteria

Last Name: First Name: Person ID:
SSN: DOB: Gender:
Street: City: ZIP Code:

☐ Incl. AKA Search Precision: Sort By:

Record 1 to 4 of 4

Persons Returned

<input type="radio"/>		Carrot, Carol (9225879)	Female	02/12/1976	Caucasian
<input checked="" type="radio"/>		Carrot, Casey (9225881)	Female	02/04/2006	Caucasian
<input type="radio"/>		Carrot, Chris (800068)	Male		
<input type="radio"/>		Carrot, Colton (9225880)	Male	01/11/1977	Caucasian

4. This will bring you back to the Imaging Search page. The page will now display all documents for the person for all cases the person is attached to. The results will display all documents from the past year, unless the Start Date and End Date have been updated. To add a document, select the Category and Type of document. Click Create.

Imaging Search - Windows Internet Explorer

eWiSACWIS Print Spell Check Help

Search Criteria

Search by: **Person** Name: Carrot, Casey (9225881) [Person Search](#) Start Date: 09/28/2010 End Date: 09/28/2011

Category:

- Licensing Appeal
- Medical/Mental Health
- Participant Document
- Placement/Services
- Planning
- Subsidized Guardianship

 Type:

Hold down the 'Ctrl' key for multi-selection [Search](#)

Results

Category	Type	Participant	Date	File Name	
Legal Document	Temporary Physical Custody Order	Carrot, Casey	09/28/2011	TPC_Carrot.pdf	Edit
Legal Document	CHIPS Petition	Carrot, Casey	09/21/2011	bp1.bmp	Edit

Record 1 to 2 of 2 [Create](#) [Close](#)

Done Local intranet | Protected Mode: Off 100%

5. On the Imaging page, select the Case for the participant. The list of cases will identify whether the case is currently open or closed. Enter the Date of Document (and an Effective To date, if applicable).

Imaging -- Webpage Dialog

eWiSACWIS Print Spell Check Help

Participant Details

Name: Carrot, Casey (9225881) Worker: Frank Fox

Case:
Carrot, Carol (9222743) CPS Family - Initial Assessment (opened)

Image Carrot, Carol (9222743) CPS Family - Initial Assessment (opened)

Date of Document: 00/00/0000

Category: Medical/Mental Health

Type: Dental Record

File Name:
Browse...

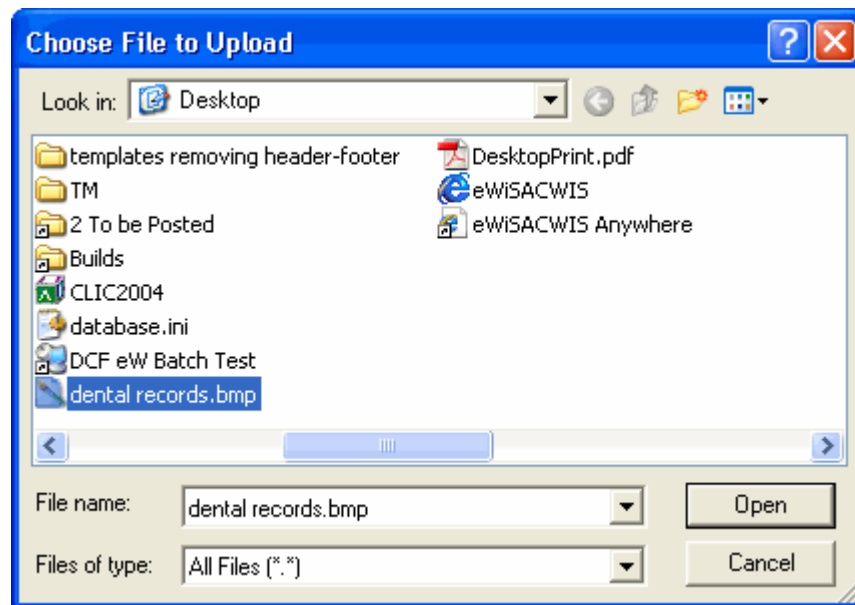
Comments:

Last Updated By:
Delete

Create Save Close

6. To attach a previously scanned document, select the Browse button. This will open the Choose File to Upload pop-up.

7. Select the scanned file from the appropriate location/folder. Once the file is selected, click the Open button.



Note: Files must contain the following extensions in order to be attached: bmp, jpg, jpeg, rtf, doc, docx, xls, xlsx, tiff, tif, and pdf and cannot exceed 10 MB.

8. Prior to saving the Imaging page, you can view the document by selecting the View hyperlink next to the File Name.

Imaging -- Webpage Dialog

eWiSACWIS Print Spell Check Help

Participant Details

Name: Carrot, Casey (9225881) Worker: Frank Fox

Case: Carrot, Carol (9222743) CPS Family - Initial Assessment (opened)

Image Details

Date of Document: 11/03/2010

Category: Medical/Mental Health

Type: Dental Record

File Name: bp1.bmp [View](#)

Browse...

Comments:

Last Updated By: Delete

Create Save Close

9. Enter any comments in the Comments field.
10. When all required fields have been completed, click Save.
11. At this point, if you added this document to the wrong case for this participant, update the Case drop-down. If, for any other reason this document is incorrect, click the Delete button to remove the image.
12. You can also create new images for this case by selecting the Create button and following steps 5-10.
13. Click Close. This will return you to the Imaging Search page.

14. The Imaging Search page will display all documents for the Category and Type you selected, based on the Start Date and End Date (the default is the past year). To view the image for a particular result, click on the blue hyperlink in the File Name column to access the scanned document directly, or click the Edit hyperlink to access the associated Imaging page.

The screenshot shows the 'Imaging Search' window of the 'eWiSACWIS' system. The interface includes a search criteria section with dropdowns for 'Person' and 'Medical/Mental Health', a text field for 'Name: Carrot, Casey (9226497)', and date fields for 'Start Date: 11/08/2009' and 'End Date: 11/08/2010'. A list of document types is shown, with 'Dental Record' selected. Below the search criteria is a 'Search' button. The results section displays a table with one record. The table has columns for Category, Type, Participant, Date, File Name, and an Edit link. The record shows 'Medical/Mental Health' as the category, 'Dental Record' as the type, 'Carrot, Casey' as the participant, '11/03/2010' as the date, and 'dental records.bmp' as the file name. At the bottom of the window, there is a status bar with 'Record 1 to 1 of 1', 'Create' and 'Close' buttons, and a 'Trusted sites' indicator.

Imaging Search
eWiSACWIS

Print Spell Check Help

Search Criteria

Search by: **Person** Name: Carrot, Casey (9226497) [Person Search](#) Start Date: 11/08/2009 End Date: 11/08/2010

Category: **Medical/Mental Health** Type: **Dental Record**

Background Check
Education
ICWA
Independent Living
Legal Document
Medical/Mental Health

Birth Record, Delivery Info, Newborn Rpt
Correspondence
Dental Record
Immunization
Other - Medical/Mental Health
Private Insurance Information

Hold down the 'Ctrl' key for multi-selection

Search

Results

Category	Type	Participant	Date	File Name	
Medical/Mental Health	Dental Record	Carrot, Casey	11/03/2010	dental records.bmp	Edit

Record 1 to 1 of 1

Create Close

Done Trusted sites 100%

15. You can also view the documents that you have just added on your desktop or the Search page. Expand the icon in which the document is attached to. You will see the Images icon with the number of images for that category of document listed. Expand the Images icon to retrieve the document you are looking for.

eWiSACWIS - Windows Internet Explorer

eWiSACWIS

Create Maintain Utilities Adoption Search Help

Frank Fox's Desktop

☐ Date Restricted ☐ Participant View ☐ View Not Approved/Cancelled

Ticklers

Cases (42)

- [Abby, Alice N. \(9222756 \)](#) [Restricted Case](#) [Actions](#)
CPS Family - Initial Assessment 02/29/2012 Fox, Frank Milwaukee-Region 1 Main Street , Appleton, WI 54913
- [Abby, Angel A. \(9221886 \)](#) [Actions](#)
Voluntary Kinship Care 05/17/2006 Cake, Caitlin M. Milwaukee-Region 1 3133 Stratton Way , Apt.#302. , Madison, WI 53719-2596
- [Carrot, Carol \(9222743 \)](#) [Actions](#)
CPS Family - Initial Assessment 07/18/2011 Cake, Caitlin M. Milwaukee-Region 2

Access Reports

Assessment

Assets and Income

Assignment

Legal

 [Images \(2\)](#)

-  [Legal Document - CHIPS Petition](#) (Details)
09/21/2011 Carrot, Casey
-  [Legal Document - Temporary Physical Custody Order](#) (Details)
10/12/2011 Carrot, Casey

+ Medical/Mental Health

 [Images \(1\)](#)

- + [Medical/Mental Health - Dental Record](#) (Details)
11/03/2010 Carrot, Casey

 Related People